



WASHINGTON STATE
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Office of Financial Management
Olympia, Washington

NOW HIRING

Position closes September 9, 2016

REGULATORY IMPROVEMENT CONSULTANT

EXEMPT RECRUITMENT

The Office of Financial Management (OFM) is a non-represented agency. If you have previously applied for a position at OFM and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

Salary range of consideration is \$61,300-\$80,454, plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement; flexible work schedules; training opportunities; and leave for military service.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet:
<http://ofm.wa.gov/jobs/SupplementalProfileData.doc>



Please send completed application packets by mail, fax or email to:

Office of Financial Management
Employee Services
PO Box 43113
Olympia, WA 98504-3113
Fax: 360-586-0051
Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

The mission of the Governor's Office for Regulatory Innovation and Assistance (ORIA) is to help individuals navigate Washington's business and environmental regulations. We also work with our agency and business partners to improve those regulations and regulatory processes.

ORIA's vision is for citizens and businesses to have easy access to all required information; access to assistance when needed; and to experience government as helpful, seamless, reasonable, and integrated when interacting with regulatory systems.

ORIA's key services are:

1. Working with government agencies and business partners to make regulatory processes easier and more efficient.
2. Providing support to project applicants and proponents on projects that involve multiple state and federal regulatory agencies by scoping permit requirements and facilitating communications.
3. Staffing our Information Center (IC) that is available to the public by phone or email during regular business hours. (The IC answers common questions about regulations and connects callers to subject matter experts within agencies as appropriate.)
4. Providing technology solutions to improve transparency in government operations and to make public interactions with government more efficient.

ORIA is building a Regulatory Innovation Center that focuses on creating predictability for, and reducing the time, cost, and frustration of businesses interacting with the regulatory system. ORIA's Regulatory Improvement Consultants work closely with representatives from all levels and all branches of government to improve regulatory processes that impede the growth and development of businesses in Washington state.

The success of the Regulatory Innovation Center is predicated on creating an environment for innovative regulatory change through developing, testing, and implementing solution-oriented actions. The Center will collaborate with subject matter experts from government agencies, stakeholder groups, and expert consultants, as needed, to provide credible, sustainable improvement. Teams from state agencies involved in regulatory improvement projects will also participate in ORIA Regulatory Innovation Center activities involving a high level of integration, a vested interest in the outcome, and being advocates for implementing solutions.

As a primary duty, in support of achieving performance and regulatory improvements to benefit Washington State, this position serves as a Regulatory Improvement Consultant in the ORIA Regulatory Innovation Center. While utilizing multiple improvement methodologies, our program emphasizes Lean thinking, Agile methods and tools, and subject matter experts to actively guide work groups (composed of staff from various state agencies) in regulatory process improvement projects. This position is responsible for coordinating and facilitating varied and complex regulatory improvement projects.

ORIA Regulatory Improvement Consultants will also spend a portion of their time providing support to individual projects that involve multiple state and federal regulatory agencies. In this capacity, the Regulatory Improvement Consultants will scope permitting requirements for these projects and facilitate communications between the applicant and the regulatory agencies.

Additional duties include, but are not limited to:

- Planning, leading, and/or conducting specialized and complex business process improvement projects using Lean and other relevant tools and techniques that result in operational improvement.
- Determining project requirements; identifying and researching data sources; collecting, analyzing, and interpreting data; and preparing recommendations for decision-makers.
- Guiding the planning phase of a Lean project.
- Facilitating value stream mapping.
- Coaching the implementation of process solutions.
- Advising on the measuring and testing of solutions.
- Monitoring and evaluating action plans and status reports.
- Facilitating, developing, and tracking appropriate performance measures.
- Developing and recommending effective strategies to help regulatory process managers and customers migrate from current processes to future processes.
- Advising and guiding work groups in implementing Lean tools, techniques and strategic thinking with ongoing program management and accountability.
- Developing strategic outreach plans and conducting outreach to public and private sector organizations, including public ports, the Association of Washington Cities, the Washington State Association of Counties, business associations and legislators.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

Bachelor's degree in business administration, organization development, public administration, law, or a related field.

AND

One to two years of demonstrated knowledge and experience in conducting or leading Lean and process improvement analyses, practices and projects.

OR

Five to six years of demonstrated knowledge and experience in conducting or leading Lean and process improvement analyses, practices and projects.

In addition to the educational and experience requirements, this candidate must be able to work in a team environment and be competent in the use of computers, tablets, smart phones and modern software.

Preferred/desired qualifications

- Master's degree in business administration, organization development, public administration, law, or a related field.
- One or two years of demonstrated knowledge and experience in coaching or training employees in applying process improvement thinking and methodologies including Lean.
- Regulatory experience in either environmental or business permitting/licensing.
- Strong outreach and facilitation experience.

Core competencies

- Demonstrated ability to solve problems using proven methods
- Commitment to continuous improvement processes
- Certification in Lean methods
- Adaptability/flexibility
- Change management
- Skilled at communicating and in interpersonal interactions
- Commitment to customer focus and business orientation
- Team player
- Time management skills

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.